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CENTRAL INTELLIGENCE AGENCY

17 July 1961

MEMORANDUM FOR:

Mr. Allan Evans, State (INR)
Colonel B. R. Brown, USA (ACSI)
Captain G. K. Nicodemus, USN (ONI)
Colonel F. J. Cole, USAF (AFCIN 2B3)
Colonel K. T. Gould, USA (J-2, The Joint Staff)

Mr. Randolph V. Zander, Defense (OSO)

NSA

SUBJECT:

Request for Information for Limited Passes

1. Reference is made to memorandum, subject as above, which was circulated to you on 4 April 1961 by Mr. Chester L. Cooper. (Copy attached)

2. This Agency will implement a new badge system sometime prior to its scheduled move to the new building. The present limited passes which have been issued to authorized representatives of your agencies will become invalid when the new system becomes effective.

3. Accordingly, please review the lists which you forwarded to us in response to Mr. Cooper's memorandum, and revise them in the light of your present minimum requirements. The following information will be required for each person for whom a CIA badge is requested:

- a. Name, date and place of birth.
- b. Employer and address of employment.
- c. Level of security clearances and date granted.

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4. New photographs will be required for each person to whom the badge is issued. We will arrange a schedule and advise you.

5. Please let us have your lists by close of business Tuesday, 1 August 1961.

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Acting Deputy Assistant Director
National Estimates

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CENTRAL INTELLIGENCE AGENCY

4 April 1961

MEMORANDUM FOR: Mr. Allan Evans, State (INR)
Colonel B. R. Brown, USA (ACSI)
Captain H. W. McElwain, USN (ONI)
Colonel F. J. Cole, USAF (AFCIN 2B3)
Colonel K. T. Gould, USA (J-2, The Joint Staff)

[REDACTED]

NSA
Mr. Randolph V. Zander, Defense (OSO)

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SUBJECT: Request for Information for Limited Passes

1. In the interests of tightening up the physical security in the Administration Building and also in expediting the access of your representatives, we are planning to provide a limited pass to those of your personnel who participate, on a regular or frequent basis, in our NIE coordination sessions. To this end, will you supply me, by memorandum, with the full name, rank, title, organization, address, and phone number, as well as the present security clearances of those members on your staff whom you feel should have these limited passes. In due course it will be necessary for your designees to have their photographs taken at the CIA badge office. We will notify you of the time.

2. Those persons who do not have frequent occasion to attend coordination sessions will not be issued limited passes. In such cases we will provide escorts. I would like to be notified in advance (any time within one hour prior to the meeting will be satisfactory) of the names of those people who will attend our coordination sessions for whom escorts will be necessary. This system will take effect when limited passes are issued to your designees.

/s/

CHESTER L. COOPER
Deputy Assistant Director
National Estimates

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